

AIR NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-04-2003

CLOSING DATE: 12 February 2004

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Supervisory Human Resources Specialist GS-0201-12 \$57,556 - \$74,826 per year

For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

AREA OF CONSIDERATION: Nationwide. All members of the New Mexico Air National Guard and those eligible to become members of the New Mexico Air National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Commissioned Officer (Colonel and below) or Enlisted. An enlisted person must be eligible for immediate entry into an officer program. Must be available for the first Academy of Military Science School. Completion of all requirements to become an officer must be completed. Failure to become an officer will result in removal from the technician position.**

POSITION LOCATION: Human Resources Office, New Mexico National Guard, Santa Fe, New Mexico.

OPENING DATE: 08 January 2004.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 80486C00.

POSITION POTENTIAL: The top grade of this position is GS-12.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to a commissioned officer position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent on the successful completion of a required pre-placement medical examination.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also being advertised as Vacancy Announcement M-04-2003 AIR/AGR for presently employed AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 36PX, 65FX.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of personnel management concepts, principles and practices in multiple human resources management functions (e.g., staffing, classification, position management, workforce planning, benefits, employee development and/or employee relations) sufficient to manage and enhance segments of an agency's personnel programs.
2. Knowledge of a variety of personnel rules, laws and procedures sufficient to provide expert advice and guidance to senior agency managers and supervisors.
3. Skill in conducting in-depth analyses, formulating solutions, and implementing policies and procedures.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: The incumbent provides management advisory services to all levels of management of situations regarding Human Resources services. Oversees the development and administration of state rules and procedures adapted from policies prescribed by the National Guard Bureau and the U.S. Office of Personnel Management. Responsible for the human resources management of employees dispersed through out the state, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems, as well as military and state pay schedules. In the absence of the Human Resources Officer, the incumbent of this position may have the overall responsibility for the human resources management major duties and responsibilities.

In addition to supervision, performs work in one segment of a specialized function, such as classification, labor relations, employee relations, employee benefits, human resource development, equal employment opportunity, information systems, or HR support for military personnel as follows:

Recruitment and Placement: Establishes state manpower policies and directs their implementation within NGB policies and authorization. Establishes and ensures implementation of procedures for the administration of the merit placement and promotion plan and other employment tools to include key staff policy and procedures for recruitment, placement, evaluation, and pay determinations. Implements and administers special emphasis staffing programs.

Labor Relations: Advises both management and subordinates on matters pertaining to conduct and discipline, the labor management relations program, employee benefits and entitlements and contributions to the accomplishment of special programs. Directs the initiation and administration of disciplinary and non-disciplinary adverse actions. Manages the overall labor relations issues in a state with diverse labor organizations and a high level of labor activity.

Compensation: Oversees the establishment of state policies for use of compensation tools (e.g., highest previous rate, EDP/HD), and recruitment and retention tools. Supervises the administration of pay setting and compensation regulations and tools.

Reviews requests for recognition from labor organizations and recommends appropriate courses of action. Coordinates with labor organizations and their representatives when necessary. Directs the administration of the incentive awards, troubled employee and other employee relations.

Classification: Directs the administration of a position classification and position management program with authority delegated to classify local exception supervisory and non-supervisory positions. The position classification and management program includes: position reviews; timely forwarding of appeals with appropriate substantiation; timely implementation of classification packages; publication and implementation of a position management plan; training for supervisors and managers; random desk auditing of positions to verify PD accuracy and classification of the position; preparation and classification of local amendments to PDs, statements of difference for recruiting and local exception position descriptions; and monitoring human resources assignments to assure military compatibility, etc. Ensures timely implementation of new wage scales or salary schedules and cooperates or participates in wage survey.

Human Resource Development: Establishes and administers a system for determining and documenting training needs, evaluating training courses, assigning priority to training plans and evaluating training accomplishments. Ensures preparation of budgetary recommendation for training needs, allocation of quotas, and scheduling of personnel for training. Plans and administers employee career development programs.

Equal Employment Opportunity: Develops and administers the equal employment opportunity programs. Coordinates procedures for monitoring progress of minorities and women, and providing documentation required from records within the office.

Employee Relations: Performs administrative, technical or evaluative work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline.

Information Systems: Plans, operates and administers the operation of the Defense Civilian Personnel Data System. Requires knowledge of a variety human resources management functions in coordinating actions for this program.

Employee Benefits: Work that involves providing guidance and consultation to employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.

Military: Work that involves administering, delivering, maintaining, advising on, and adapting basic concepts, principles, and theories of the state AGR program to ARNG/ANG managers, supervisors, and support personnel.

Supervisory responsibilities consume a minimum of 25% of the incumbent's time. Base level of work supervised is GS-11; at least two employees must be classified at the GS-11 base level. Trains employee(s) in assigned duties and responsibilities. Makes work assignments to employees, considers employees capabilities, established performance standards, evaluates work performance, gives advice and counsel to employees, interviews candidates for positions and approves selection, establishes priorities, ensures technical quality of work products, initiates personnel actions, approves leave, resolves employee complaints, and exercises disciplinary control.